

2017-02-23 meeting notes

- Date:  23 Feb 2017

Attendees

- Peter Plofchan,

Goals

- Review progress on the current PI
- Plan the next PI

Discussion Items

| Time | Item | Who | Notes |
|-------|------------------------------|-------|---|
| 5min | Opening | Peter | |
| 10min | PI Objective Review | Dana | <ul style="list-style-type: none">• Highlight on yellow and reds |
| 10min | Risk review | Lou | <ul style="list-style-type: none">• Highlight on risks that have been or are close to being breached |
| 5min | New Sprint Planning process | | |
| | Updates to the Roadmap | All | |
| | WSJF Update | All | <ul style="list-style-type: none">• time line for when the next round needs to be done• tracking in JIRA |
| | PI 5 coordination activities | All | |
| | | | |

Action items

- ☐ Peter Plofchan, procure new Kayako license
- ☐ Dana Shum, build out the new EPR project for the PI5 prioritization mapping and include timeline for review

Notes

- Updated the team on the outcome of the ECC Specification Workshop
- Agreed to try the WSJF in the new EPR JIRA project for the PI5 prioritization work
- Agreed that we would move back to Kayako and procure the new download version of the software. The CRM capabilities are not deemed critical at this time